



---

## **CLASS TITLE: RECOVERY TEAM SENIOR PROGRAM MANAGER – CHICAGO DEPARTMENT OF PUBLIC HEALTH – COMMUNITY SAFETY COORDINATION CENTER**

### **BACKGROUND**

The Community Safety Coordination Center (CSCC) was established in August 2021 to apply the lessons learned from the COVID-19 response to the City's most pressing epidemic, community violence. The CSCC works alongside City departments to address the root causes of violence in Chicago by examining trauma, lack of opportunity, and community blight. Our goal is to implement targeted, people-based, place-based, and crisis response strategies to address the root causes of violence. We approach these root causes by being community-driven, by using data and evidence-based best practices, and by coordinating 3 pillars of government in service of our communities. Everyone from the government to community organizations to City residents has a role to play in violence prevention. We are committed to working with health care, social services, education, restorative justice, faith, business, and other community partners to break silos and implement a whole-of-government, community-driven approach to violence prevention and reduction.

### **CHARACTERISTICS OF THE CLASS**

Under direction from the Chief Coordination Officer, this position oversees oversee policy work related to violence prevention and manages the administration and budget of the CSCC. This position also serves as a liaison to the Mayor's Office and other City departments and agencies implementing work through the American Rescue Plan in support of violence prevention and community safety.

### **ESSENTIAL DUTIES**

- Under guidance from Department leadership, assists with implementation of one or more programs within the Department's Recovery Plan portfolio
- Manages multiple aspects of program, which may include project plan design, budget, process and outcome metrics, delegate agency management, and program monitoring, to ensure goals and timelines are met
- Oversees sub-delegates or vendors as appropriate
- Coordinates with and provides update to relevant stakeholders throughout program
- Compiles and analyzes data and information and drafts recommendations for executive leadership and stakeholders
- Prepares project status, recommendations, and ad hoc reports for executive leadership and stakeholders
- Serves as a liaison to the Mayor's Office Project Management Office, responsible for assisting with program-level reporting, operations, communications, and compliance related to projects funded by the American Rescue Plan and other local and federal funding sources
- Performs other related duties and fulfills additional responsibilities as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Graduation from an accredited college or university with a bachelor's degree in general management, business/public administration, or related field, plus five (5) years of experience working in project management, or an equivalent combination of education, training, and experience.

### **Licensure, Certification, or Other Qualifications**

- None

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

## **PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended periods of time

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Some knowledge of:

- applicable City departments and departmental services, programs, and resources
- program planning and administration
- project management principles

Advanced knowledge of:

- applicable computer software packages
- budget preparation and planning
- management and supervisory methods, practices, and procedures
- research methods
- writing and formatting styles and methods used in applicable publications

Knowledge of applicable City and department policies, procedures, rules, and regulations

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

### **SALARY & POSITION TERM**

This position will be hired by the Chicago Department of Public Health and work at the Community Safety Coordination Center. The expected salary range for this position is \$105,000 - \$120,000, commensurate with experience, skills, education and training. This is a grant-funded position with an expected term that ends December 31, 2024.

### **TO APPLY**

If you are interested in applying for the Recovery Senior Team Project Manager position, please submit a cover letter and resume to [tamara.mahal@cityofchicago.org](mailto:tamara.mahal@cityofchicago.org). Applications will be accepted on a rolling basis until positions are filled; however, hiring is currently in progress and we strongly recommend applying by April 10, 2022. Your cover letter should note whether you have specific background, experience, and interest in violence reduction or prevention.

---

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources

October 4, 2021